



**Indiana Department of Environmental Management
Office of Land Quality**

Annual Manifest Report

Forms and Instructions

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ANNUAL MANIFEST REPORT FORMS

FORM ID: HAZARDOUS WASTE HANDLER IDENTIFICATION

End of booklet
Separate document

Introduction to the Annual Manifest Report

Background, Purpose, and Authority

In March 2000, Indiana's General Assembly passed Senate Enrolled Act 511 (P.L. 143-2000) which affected several hazardous waste manifest requirements. The following are the changes that took effect January 1, 2001:

- 1) There is no longer an Indiana Uniform Hazardous Waste Manifest form.
- 2) Hazardous waste generators and facilities are no longer required to purchase or use an Indiana manifest form to ship hazardous waste.
- 3) Generators shipping waste to Indiana treatment, storage, or disposal facilities are required to use their States' manifest or the federal uniform hazardous waste manifest if their State does not have their own manifest.
- 4) Generators and treatment, storage, and disposal facilities are no longer required to submit copies of their completed manifests to IDEM.
- 5) Indiana generators and treatment, storage, and disposal facilities are still required to put the EPA waste codes on the manifest form used.
- 6) Generators and treatment, storage, and disposal facilities are still required to follow all recordkeeping and reporting requirements.

In addition, Senate Enrolled Act 511 (P.L. 143-2000) established an annual report which must be submitted to IDEM, on forms provided by IDEM, for all Indiana small quantity generators (SQGs), large quantity generators (LQGs), and treatment, storage, and disposal (TSD) facilities. Conditionally exempt small quantity generators (CESQGs) that for any one calendar month generate more than 100 kilograms (220 pounds) or accumulate on-site at any time more than 1,000 kilograms (2,200 pounds) of hazardous waste are also required to complete and submit the annual report to IDEM.

The annual report will summarize a company's hazardous waste manifest shipments that are sent and/or received. SQGs (also CESQGs over their generation or accumulation limits) are required to submit the annual report by March 1st of each year, beginning March 1, 2002. LQGs and TSD facilities are required to submit the Hazardous Waste Biennial Report, required by the US EPA, on the years they are due and the IDEM annual report on the other years. The reporting schedule with due dates for LQGs and TSD facilities is as follows:

March 1, 2002	Hazardous Waste Biennial Report
March 1, 2003	IDEM annual manifest report
March 1, 2004	Hazardous Waste Biennial Report
March 1, 2005	IDEM annual manifest report
etc...	

The annual report was implemented to provide IDEM with the same information that was received when copies of the manifests were being submitted to the state. This information will be used to gain an improved understanding of the hazardous waste shipment activities and measure the quality of the environment, which in turn will allow IDEM to better target its technical assistance efforts.

Description of Forms

ID - “Hazardous Waste Handler Identification” - This form serves as the cover page to the annual manifest report. The form identifies the reporting handler. In addition, the form helps to confirm the handler’s locational address and its hazardous waste activity status. The form also serves as a certification statement about the information reported that must be signed by the reporting handler. This form is not in this booklet, but was sent as a separate document in the reporting packet. If you did not receive this form as part of the reporting packet, you may obtain it by contacting one of the individuals listed under the section “Assistance”. An updated ID form will then be either mailed or faxed to you.

OS - “Off-Site Shipments” - This form is used to record summarized information from manifested hazardous waste shipments that are transported off-site.

WG - “Waste Received From Off-Site” - This form is completed only by those companies who accept hazardous waste generated by other companies for the purpose of treatment, storage, and/or disposal. The treatment, storage, and disposal activities mentioned here require either having Interim Status or a Hazardous Waste Permit from IDEM.

Use of the Annual Manifest Report Forms

Do not use the original forms in this booklet. Please make as many photocopies as needed to complete the report each year. Report forms will only be mailed to you once. You are responsible for obtaining the report forms each year.

Tip: Before you make several photocopies of the report forms, place your RCRA ID Number, site name, and the reporting year on each form.

Obtaining the Report Forms

If for some reason you do not have your original report forms, you may obtain the forms from either of two resources. You may download the report forms and instructions from the Internet at www.IN.gov/ideM/land/hazwaste/manifest/amr.html, or call any of the contacts listed under the section entitled “Assistance”.

First time Notifiers will receive this report booklet when they notify IDEM of their hazardous waste activities.

IDEM will mail a reminder of your reporting requirement in December of each year.

Documents Useful in Completing These Forms

In preparing your Annual Manifest Report forms, the following documents may be useful:

- Uniform hazardous waste manifests,
- Results of laboratory analysis of your wastes, and
- Contracts or agreements with off-site facilities that manage your waste.

Who Must Complete the Annual Manifest Report Forms

Any company who shipped RCRA hazardous waste off-site and acted as a large quantity generator (LQG) or small quantity generator (SQG), during ANY ONE month of the previous calendar year, is required to submit the report. Any company who received RCRA hazardous waste from off-site and has interim status or who is permitted as a treatment, storage, or disposal facility (TSD) must also submit the report. For definitions of LQG and SQG, please see “Defining Your Generator Status”.

Conditionally exempt small quantity generators (CESQGs) are not required to complete the Annual Manifest Report unless they exceed their requirements listed under “Defining Your Generator Status”.

If you are not required to submit an Annual Manifest Report and you received the reporting materials, you **MUST** respond by returning the "Hazardous Waste Handler Identification" (Form ID) and indicate your correct generator status so that we may update our records.

Defining Your Generator Status

These definitions refer to hazardous activities that occurred during the previous calendar year. Each year the Annual Manifest Report should be completed based upon the previous calendar year’s waste shipments.

Large Quantity Generator (LQG):

A site is a large quantity generator if in the previous calendar year, the site met any of the following criteria:

- (a) The site generated in any one calendar month 1,000 kg (2,200 lbs) or more of RCRA hazardous waste; or
- (b) The site generated in any one calendar month, or accumulated at any time, 1 kg (2.2 lbs) or more of RCRA acute hazardous waste; or
- (c) The site generated or accumulated at any time more than 100 kg (220 lbs) of spill cleanup material contaminated with RCRA acute hazardous waste.

Small Quantity Generator (SQG):

A site is a small quantity generator if in the previous calendar year, the site met any of the following criteria:

- (a) The site generated in any one calendar month more than 100 kg (220 lbs) but less than 1,000 kg (2,200 lbs) of RCRA hazardous waste; and
- (b) The site generated in any one calendar month less than 1 kg (2.2 lbs) of RCRA acute hazardous waste; and
- (c) The site generated or accumulated at any time less than 100 kg (220 lbs) of spill cleanup material contaminated with RCRA acute hazardous waste; and
- (d) The site accumulated at any time no more than 6,000 kg (13,200 lbs) of RCRA hazardous waste and no more than 1 kg (2.2 lbs) of RCRA acute hazardous waste and stored the waste on-site for no more than 180 days (or 270 days if TSD facility is over 200 miles).

OR, the site is a SQG if in the previous calendar year,

- (a) The site meets all other criteria for a conditionally exempt SQG, but accumulates 1,000 kg (2,200 lbs) or more of hazardous waste.

Conditionally Exempt Small Quantity Generator (CESQG):

A site is a conditionally exempt small quantity generator if in the previous calendar year, the site met any of the following criteria:

- (a) The site generated in any one calendar month no more than 100 kg (220 lbs) of RCRA hazardous waste; and
- (b) The site generated in any one calendar month less than 1 kg (2.2 lbs) of RCRA acute hazardous waste; or
- (c) The site generated or accumulated at any time less than 100 kg (220 lbs) of spill cleanup material contaminated with RCRA acute hazardous waste; or
- (d) The site accumulated at any time no more than 1,000 kg (2,200 lbs) of RCRA hazardous waste and no more than 1 kg (2.2 lbs) of RCRA acute hazardous waste.

Waste Exempt From Reporting

The following are wastes that are not required to be reported on the Annual Manifest Report:

- Exclusions 40 CFR 261.4,
- Spent Lead Acid Batteries 40 CFR 266.80,
- Universal Waste 40 CFR 273,
- Used Oil 40 CFR 279, and
- Any non-RCRA waste that other states may require to be manifested.

When to Submit the Annual Manifest Report

Small quantity generators must submit the report every year by March 1st. Large quantity generators and treatment, storage, and disposal facilities must submit this report every other year, by March 1st, when the Hazardous Waste Biennial Report is not due.

Where to Submit the Annual Manifest Report

Send completed forms via mail to:

Indiana Department of Environmental Management
Office of Land Quality
Facilities Data Analysis Section
100 N Senate Avenue
P. O. Box 6015
Indianapolis, Indiana 46206-6015 (46204 for overnight delivery)

Not Required to Submit the Annual Manifest Report?

If you were a CESQG all twelve months of the reporting year, then you are not required to submit the Annual Manifest Report. However, if you received a reporting packet or reminder, then you MUST respond by returning the enclosed "Hazardous Waste Handler Identification" (Form ID) and indicate your correct generator status so that we may update our records.

Assistance

For assistance in completing the Annual Manifest Report, please contact:

IDEM Office of Land Quality staff:

Michelle Weddle	317-233-4624	mweddle@dem.state.in.us
Jenny Ranck Dooley	317-232-8925	jrdooley@dem.state.in.us
Marilyn Hansen	317-232-7956	mjhansen@dem.state.in.us

Lab Packs

The following rules apply to the reporting of lab pack wastes:

- 1) You may aggregate lab pack waste containers, however, you must report the lab packs as separate wastes under the following categories:
 - a) Lab packs that contain RCRA acute hazardous wastes (i.e. EPA hazardous waste codes F020, F021, F022, F023, F026, F027, and all “P” waste codes).
 - b) Lab packs that contain other RCRA hazardous wastes (all other EPA hazardous waste codes).
- 2) It is NOT necessary to report every EPA hazardous waste code included in a batch of lab packs. Record one or a few predominant EPA hazardous waste codes. If there are many EPA hazardous waste codes associated with the batch of lab packs, enter “LABP” as the four-character waste code in Form OS or Form WG.
- 3) When reporting quantities for lab packs:
 - a) Include the weight of the containers if they are disposed or treated with the waste.
 - b) Exclude the weight of the containers if the waste is removed from the containers before treatment or disposal.

Page Numbering

Each group of forms (OS and WG) should be numbered separately. For example, if there are 5 OS forms, they should be numbered page 1 of 5, page 2 of 5, etc.

Right Justification of Quantities

Right justify all quantities reported on the forms. For example, enter a quantity of 29,599.5 tons on the form as follows: __29599.5 tons.

Rejected Loads (How to report rejected loads (for generators and TSD facilities))

From time to time generators will have their waste sent off-site rejected. The shipment will either be considered a partial rejection or a full rejection. There is a state statute that must be followed when dealing with rejected loads. A rejected load can be either diverted to an alternate TSD facility or returned to the generator. How each is handled depends on the type of rejection, whether the original manifest was signed off by the designated TSD facility, and where the rejected load is to be sent. How rejected waste is reported in the Annual Manifest Report is also depends on how the rejected waste was handled.

Quantities of rejected waste are reported each time it is shipped. Generators will report the quantity of waste the first time the waste is shipped, when it is diverted to an alternate TSD facility (if the original manifest has been signed by the original TSD facility and a new manifest has been created), and when the waste is shipped a second time because the waste was returned to the generator. TSD facilities will report shipping the waste if it is sent back to the generator.

The following are four (4) examples of how to report waste that is rejected, sent back to the generator, or diverted to an alternate TSD facility.

Example 1: Generator ships waste that gets partially rejected and the TSD facility sends it back to the generator. The generator then ships the waste again, within the 90 day time period, to a different TSD facility.

The generator would report the full amount that was shipped, then place a check mark in the top part of the Rejected/Returned box on the report form OS. The generator would then complete another line to show the returned waste going to the other TSD facility and would not check any part of the Rejected/Returned box.

The original TSD facility would report the entire amount of the waste as received, then would complete an OS form to report the waste being shipped (returned to the generator), then mark the lower portion of the Rejected/Returned box of the OS form.

Example 2: Generator ships waste that is fully rejected (manifest **is not** signed by TSD facility) and then the entire shipment is returned to the generator. The generator then ships the waste again, within the 90 day time period, to a different TSD facility.

The generator would report the full amount that was shipped, then place a check mark in the top part of the Rejected/Returned box on the report form OS. The generator would then complete another line to show the returned waste going to the other TSD facility and would not check any part of the Rejected/Returned box.

The original TSD facility would not report any of the waste as being received and would not report the waste being shipped off-site.

Example 3: Generator ships waste that is fully rejected (manifest **is** signed by TSD facility) and then the entire shipment is returned to the generator. The generator then ships the waste again, within the 90 day time period, to a different TSD facility.

The generator would report the full amount that was shipped, then place a check mark in the top part of the Rejected/Returned box on the report form OS. The generator would then complete another line to show the returned waste going to the other TSD facility and would not check any part of the Rejected/Returned box.

The original TSD facility would report the entire amount of the waste as received, then would complete an OS form to report the waste being shipped (returned to the generator), then mark the lower portion of the Rejected/Returned box of the OS form.

Example 4: Generator ships waste that is fully rejected (manifest **is not** signed by the original TSD facility) and then the entire shipment is diverted to an alternate TSD facility.

The generator would only report the full amount that was shipped to the alternate TSD facility. No waste would be reported as being shipped to the original TSD facility. No marks are to be made in the Rejected/Returned box of the report form OS.

The original TSD facility would not report any of the waste as being received and would not report the waste being shipped off-site.

The alternate TSD facility would report the waste being received.

If you should have any questions on how to report rejected loads, please contact Michelle Weddle at (317)233-4624 or by e-mail mweddle@dem.state.in.us.

Photocopies of Forms

A single copy of each form is included in this booklet. Do not use the original forms in this booklet. Please make as many photocopies needed to complete the report each year. Report forms will only be mailed to you once. You are responsible for obtaining the report forms each year. Make copies after you have entered the site name, RCRA Identification Number, and reporting year, but before you enter information on the form. After you have completed all of the necessary forms, photocopy the entire report for your file records (you must retain copy for at least 3 years) and send the original to IDEM.

Electronic Reporting

Please go to the following Web site to find out more about electronic report options for the Annual Manifest Report: www.IN.gov/ideM/land/hazwaste/manifest/arm.html.

NOTE: When submitting electronically you must still mail to IDEM a signed hard copy of Form ID.

If you have questions about the electronic reporting options, you may contact Michelle Weddle or Jenny Ranck Dooley. Please see “Assistance” for contact information.

FORM ID Hazardous Waste Handler Identification


Who Must Submit This Form

All sites that are required to file the Annual Manifest Report must submit Form ID. See “Who Must Complete the Annual Manifest Report Forms”.

Purpose of This Form

Form ID identifies large quantity generators (LQGs), small quantity generators (SQGs), and treatment, storage, and disposal (TSD) facilities engaging in hazardous waste shipping activities for the reporting year. Form ID is a two-page form. Page one identifies the site. The bottom of page one certifies that the information reported throughout the entire report is truthful, accurate, and complete. The second page will document whether you are a generator, a TSD or both, and other waste activities.

How to Fill Out This Form

You should complete all of page one and the first half of page two. The instructions will have an  next to the items that are required to be completed. Use the Comments section at the end of the form to clarify or continue any entry.

ID FORM INSTRUCTIONS

The preprinted information on this form is the information currently on file for your facility. This information was obtained from either the Notification of Regulated Waste Activity form (8700-12) that was submitted to obtain an ID number, or from other documentation received by IDEM informing us of changes. This form should be submitted with any corrections required to update the files. If there are changes to the printed information, make the changes on the blank lines provided. Do not mark out any preprinted information. If you did not receive this form as part of the reporting packet, you may obtain it by contacting one of the individuals listed under the section “Assistance”. An updated ID form will then be either mailed or faxed to you

COUNTY

The county in which the facility is physically located.

RCRA ID NUMBER

This is the number assigned to your facility to conduct hazardous waste activity.

REASON FOR SUBMITTAL

This section can be found to the right of ‘County’ and ‘RCRA ID’. Since the form is being submitted as part of the Annual Manifest Report, please mark “As a component of the annual or biennial report”.

INSTALLATION NAME

If the name of the company has changed, write the new name in the blank. Do not mark out the printed name. If the name change is due to a change in ownership, be sure to fill in the new owner information in the spaces provided. The RCRA ID number will be transferred to the new owner after we receive this form.

LOCATION ADDRESS

This is the address for the physical location of the site where the hazardous waste is being generated or managed. If this has changed due to an address change by the post office, please mark the appropriate blank.

WARNING! *The RCRA ID number is site specific. If your company has moved you may no longer use your old ID number.* A new ID number is required for the new location. We will send your new number within 10 working days after receipt of this form.

MAILING ADDRESS

The address to which correspondence should be sent.

CONTACT

The person who should be contacted regarding hazardous waste activities at this location.

OWNER

The name and address of the location's legal owner. If the land owner is different from the business owner, please make a note of this in the comment section on page 2. If there has been a change in ownership, this ID number will be registered with the new owner. The ID number will remain the same for this location. Please fill in the date the ownership changed. Confirmation of the change will be sent to the new owner.

LAND TYPE / OWNER TYPE

Using the codes listed, indicate the code which best describes the current legal status of the land on which the installation is located and the legal status of the current owner of the installation.

P = Private

F = Federal

S = State

C = County

M = Municipal

D = District

I = Indian

CONTACT FOR QUESTIONS ON ANNUAL/BIENNIAL REPORT

If you are submitting this form with the annual or biennial report, use this space to record the name, title and phone number of the person who should be contacted regarding questions on the report. If this contact is the same as the facility contact, this can be left blank.

CERTIFICATION

The owner, operator, or an authorized representative of your installation **must** sign and date this form.

HAZARDOUS WASTE ACTIVITY

OLQ RECORDS

This column designates the activities currently recorded in OLQ's records for this location.

CURRENT STATUS

Mark the category which best describes the hazardous waste activity your installation is currently conducting.

PREVIOUS (REPORT) YEAR STATUS

Fill out this column if you are submitting this form with the Hazardous Waste Biennial Report, the Annual Manifest Report, or the Hazardous Waste Annual Fees. Mark the categories that describe the hazardous waste activities your facility conducted during the reporting year. If you operated as an LQG in **ANY ONE MONTH**, you are considered an LQG for the entire year for reporting purposes. If you operated as a SQG in **ANY ONE MONTH** (and you were not an LQG in any one month), you are considered a SQG for the entire year for reporting purposes.

GENERATOR

This column indicates the hazardous waste generator status OLQ has listed for your company. Please consult "Defining Your Generator Status" to determine your status. Federal regulations for generators are found in 40 CFR 262 and state regulations are in 329 IAC 3.1 Rule 7.

Non-handler / Out of business

If you mark either of these categories, we will deactivate your ID number. You may not use the number for manifesting hazardous waste again until you have sent an EPA form 8700-12, "Notification of Regulated Waste Activity" or this Handler ID form to IDEM and have received confirmation that your number has been reactivated.

TREATMENT, STORAGE, DISPOSAL FACILITY

An ‘X’ means your facility is listed as a treatment, storage, or disposal facility with interim status or a permit. It includes handlers who are inactive, but who have not yet completed RCRA closure. If you are an inactive TSD and are undergoing a RCRA closure you will remain in our records as a TSD until you complete closure. If you have completed a RCRA closure and have received a certification letter from the Office of Land Quality Permit Section please mark the ‘Completed RCRA closure’ option. If you are actively conducting treatment, storage, or disposal activities check “active TSD”. If you have ceased TSD operations and are undergoing a RCRA closure check “Inactive TSD”. If you have closed any units in place and are conducting post closure monitoring, please mark “post closure activities.”

Federal regulations for TSD’s are in 40 CFR 264, 265, and 266. State regulations are in 329 IAC 3.1 rules 9, 10, and 11.

TRANSPORTER

This category indicates that your company transports hazardous waste, **not** that you hire someone to transport your waste. An ‘S’ indicates that you transport waste for you own company only. A ‘C’ means you transport commercially for other companies. An ‘X’ means you are a transporter, but have not indicated whether you transport for hire. Federal regulations for transporters are in 40 CFR 263. State regulations are in 329 IAC 3.1 rule 8.

EXEMPT BOILER and/or INDUSTRIAL FURNACE

If you burn hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(c), or to recover economically significant amounts of precious metals as described in 40 CFR 266.100(f), mark an ‘X’ in the box to indicate that you qualify for the smelting, melting and refining furnace exemption.

If you burn small quantities of hazardous waste in a on-site boiler or industrial furnace in accordance with the conditions in 40 CFR 266.108, place an ‘X’ in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.

USED OIL

This section indicates the type of Used Oil management activities that OLQ has listed for your facility. For additional information, please see the Used Oil guidance document that can be found on our Web site at : www.in.gov/idem/land/guidance/index.html. Federal regulations for used oil are found in 40 CFR 279. State regulations are in 329 IAC 13.

UNIVERSAL WASTE

This section indicates whether your facility is a large or small handler of Universal Waste. For additional information, please see the Universal Waste guidance document that can be found on our Web site at : www.in.gov/idem/land/guidance/index.html. Federal regulations for universal waste are in 40 CFR 273. State regulations are in 329 IAC 3.1-16.

TRANSFER FACILITY

This section indicates the type of transfer facility activity at your facility. For additional information, please see the Transfer Facility guidance document that can be found on our Web site at : www.IN.gov/idem/land/guidance/index.html. State regulations for transfer facilities are in 329 IAC 3.1-8.

NAICS CODES

The North American Industrial Classification Standard code describes the principal product produced or distributed by your company or the type of services rendered. Consult the NAICS code list to find a code that describes your business. A list of the NAICS codes can be found on the Internet at: www.IN.gov/idem/land/hazwaste/notifiers/obtainid.html.

HW CODES

This section documents the types of hazardous waste your facility handles. It needs to be completed if you are updating your records. It need not be completed if you are submitting this form with the Biennial Hazardous Waste report or the Annual Manifest Report. Please refer to the list in the appendix for codes.

COMMENTS

List any additional comments you have regarding this form.

QUESTIONS

Marilyn Hansen	317-232-7956	mjhansen@dem.state.in.us
Jenny Ranck Dooley	317-232-8925	jrdooley@dem.state.in.us
Michelle Weddle	317-233-4624	mweddle@dem.state.in.us

SEND FORM TO:

Indiana Department of Environmental Management
Office of Land Quality
Facilities Data Analysis Section
100 North Senate Avenue
P.O. Box 6015
Indianapolis, Indiana 46206-6015

FORM OS Off-Site Shipments

Who Must Submit This Form

A site that is required to file the Annual Manifest Report must submit Form OS if, in the previous calendar year, the site shipped off-site RCRA hazardous waste and was a large quantity generator or a small quantity generator.

Purpose of This Form

Form OS summarizes the RCRA hazardous waste shipped off-site each year.

How to Fill Out This Form

Make and submit a photocopy of Form OS for each RCRA hazardous waste that meets any of the criteria discussed below under “Waste to be Reported”. Prior to photocopying, enter the site name and the RCRA identification number. A separate OS form must be completed for each individual wastestream shipped off-site. A separate entry on each OS form must be made if the same waste stream was sent to more than one TSD facility.

Wastes to Be Reported

Report any waste that was rejected back to you (the generator). Do not subtract this quantity from your total quantity of waste shipped off-site. This waste that was sent back to you is being reported because it was shipped off-site, even though it was returned. If the rejected waste is shipped off-site again, then it should be reported a second time because it was shipped off-site twice. The quantities you are reporting will not represent the quantity of waste generated but the quantity of waste shipped off-site. TSD facilities that return waste to the generators must report this waste being shipped. See “Rejected Loads (How to report rejected loads (for generators and TSD facilities))” for more information on how to report rejected loads.

OS FORM INSTRUCTIONS

Report Year (upper right corner)

Enter the four-digit year the report information covers.

RCRA EPA ID

Enter 12-digit identification number assigned to your site.

Generator Name

Enter your site’s name.

Hazardous Waste Description

Provide a short narrative description of the waste. Please provide the U.S. DOT description and any additional description that might be needed to describe the waste. This information can be found in box 11 of the Uniform Hazardous Waste Manifest.

EPA Waste Codes

Enter the EPA hazardous waste code(s) that applies to the waste reported. If more than seven (7) waste codes apply, list only the most appropriate seven (7) waste codes. This information can be found in boxes I and J of the Uniform Hazardous Waste Manifest. It is recommended that you list the waste code in box I first then follow with the waste codes listed in box J.

TSD Facility RCRA ID Number

Enter the 12-digit RCRA Identification Number of the off-site handler to which the waste was sent. This information can be found in box 10 of the Uniform Hazardous Waste Manifest. If the same waste stream was sent to more than one TSD facility, you must make separate entries on the form for each TSD facility.

TSD Facility Name, Location City, and State

Enter the TSD facility's name, location city, and state where the waste being reported was sent.

Quantity Shipped

For the waste reported, enter the total quantity sent to the TSD facility for the reporting year. If more than one shipment of this waste was sent to the TSD facility, add the quantities and report only the sum.

Unit of Measure

Check one of the four boxes that represents the unit of measure used for the quantity reported. The quantity must be reported in one of the four units. Waste quantities reported in volume will not be accepted.

Mgmt Code (Management Code)

This item is not required by statute (P.L. 143-2000) to be completed. Review the system type codes in Appendix A (Management Codes). Enter the code that best describes the process system in which the waste was managed once it reached the TSD facility. If more than one code applies, enter the one that is most descriptive.

of Shipments

Enter the total number of shipments that were sent to each TSD facility list for the waste reported.

Rejected/Returned

Place a check mark in the appropriate space if any of the waste reported was rejected or if you returned the waste to the generator. See "Rejected Loads (How to report rejected loads (for generators and TSD facilities))" for more information on how to complete this section.

Transporter RCRA ID Number

List each transporter's RCRA identification number that was used to ship the waste reported.

Transporter Name

Enter each transporter's name.

FORM WG Waste Received From Off-Site

Who Must Submit This Form

A site that is required to file the Annual Manifest Report must submit this form if, during the previous calendar year, it received RCRA hazardous waste from off-site.

Purpose of This Form

Form WG identifies hazardous wastes that were received from other hazardous waste handlers and the method(s) used to manage them.

How to Fill Out This Form

You may report waste received from more than one off-site source on the same page of the form. A separate part must be completed for each hazardous waste received from each off-site handler.

Waste Bulked by Transporters

When a TSD receives waste from a transporter that has bulked the waste, the WG forms should report the individual generators from where the waste was received.

*****NOTE: DO NOT LIST THE TRANSPORTER AS THE GENERATOR.***

WG FORM INSTRUCTIONS

Report Year (upper right corner)

Enter the four-digit year the report information covers.

RCRA EPA ID

Enter 12-digit identification number assigned to your site.

TSD Facility Name

Enter your site's name.

EPA Waste Codes

Enter the EPA hazardous waste code(s) that applies to the waste reported. If more than six (6) waste codes apply, list only the most appropriate six (6) waste codes. This information can be found in boxes I and J of the Uniform Hazardous Waste Manifest. It is recommended that you list the waste code in box I first then follow with the waste codes listed in box J.

Hazardous Waste Description

Provide a short narrative description of the waste. Please provide the U.S. DOT description and any additional description that might be needed to describe the waste. This information can be found in box 11 of the Uniform Hazardous Waste Manifest.

Generator RCRA ID Number

Enter the 12-digit RCRA Identification Number of the off-site handler from which the waste was received. This information can be found in box 1 of the Uniform Hazardous Waste Manifest.

If the generator is a CESQG and does not have an EPA Identification Number, enter the generator's two-character state abbreviation followed by "CESQG".

If the generator is from a foreign country and does not have an EPA Identification Number, enter "FC".

If the generator is not a CESQG or is not in a foreign country and does not have an EPA Identification Number, enter the generator's two-character state abbreviation followed by "NA" in the space.

Quantity Received

Enter the total quantity of the waste received from the off-site source. If more than one shipment of this waste was received from the source, add the quantities and report only the sum.

Unit of Measure

Check one of the four boxes that represents the unit of measure used for the quantity reported. The quantity must be reported in one of the four units. Waste quantities reported in volume will not be accepted.

Mgmt Code (Management Code)

This item is not required by statute (P.L. 143-2000) to be completed. Review the system type codes found in Appendix A (Management Codes). Enter the code that best describes the process system in which the waste was managed. If more than one code applies, enter the one that is most descriptive.

Generator Name and Location Address

Enter the generator's name and location address. The location address should consist of physical location address, city, and state.

APPENDIX A Management Method Codes

Management codes describe the type of hazardous waste management system used to treat or dispose a hazardous waste.

RECLAMATION AND RECOVERY

H010	Metals recovery including retorting, smelting, chemical, etc.
H020	Solvents
H039	Other recovery or reclamation for reuse including acid regeneration, organics recovery, etc. (specify in comments)
H050	Energy recovery at this site – use as fuel (includes on-site fuel blending)
H061	Fuel blending prior to energy recovery at another site

DESTRUCTION OR TREATMENT PRIOR TO DISPOSAL AT ANOTHER SITE

H040	Incineration – thermal destruction other than use a fuel
H071	Chemical reduction with or without precipitation
H073	Cyanide destruction with or without precipitation
H075	Chemical oxidation
H076	Wet air oxidation
H077	Other chemical precipitation with or without pre-treatment
H081	Biological treatment with or without precipitation
H082	Adsorption
H083	Air or steam stripping
H101	Sludge treatment and/or dewatering
H103	Absorption
H111	Stabilization or chemical fixation prior to disposal at another site
H112	Macro-encapsulation prior to disposal at another site
H121	Neutralization only
H122	Evaporation
H123	Settling or clarification
H124	Phase separation
H129	Other treatment (specify in comments)

DISPOSAL

H131	Land treatment or application (to include on-site treatment and/or stabilization)
H132	Landfill or surface impoundment to be closed as a landfill (includes on-site treatment and/or stabilization)
H134	Deepwell or underground injection (with or without treatment)
H135	Discharge to sewer/POTW or NPDES (with prior storage – with or without treatment)

STORAGE AND TRANSFER

H141	Storage, bulking, and/or transfer off-site: no treatment/recovery (H010 – H129), fuel blending (H061), or disposal (H131 – H135) at this site
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OFFICE OF LAND QUALITY
ANNUAL MANIFEST REPORT

FORM ID

HANDLER IDENTIFICATION FORM

NOTE: THIS IS NOT THE HANDLER IDENTIFICATION FORM !!!

Please read the instructions below for information on how to find the Handler ID form.

- ✿ In the reporting packet mailed out to handlers in November 2001, we enclosed a customized Hazardous Waste Handler Identification form. This form displays the identification information about your facility that is currently in the Office of Land Quality's records.
- ✿ The Handler ID form will be mailed each year to you as part of the reporting reminders IDEM mails.
- ✿ The Handler ID form must be submitted with the Annual Manifest Report.
- ✿ If you did not receive a customized Handler ID form, you should contact one of the staff listed below and request that one be sent to you.

Marilyn Hansen	317-232-7956	mjhansen@dem.state.in.us
Tauna Earl	317-233-2772	tearl@dem.state.in.us
Jenny Ranck Dooley	317-232-8925	jrdoolley@dem.state.in.us
Michelle Weddle	317-233-4624	mweddle@dem.state.in.us
Heather Draschil	317-232-1234	hdraschil@dem.state.in.us
OLQ fax	317-234-0428	